

## Library Media Standards and Procedures

**10.55.709 LIBRARY MEDIA SERVICES, K-12** (1) The library shall be housed in a central location, and each school shall have a full-time or part-time licensed school library media specialist with a K-12 library media endorsement at the following ratio:

- (a) .5 FTE for schools with 126-250 students;
- (b) 1 FTE for schools with 251-500 students;
- (c) 1.5 FTE for schools with 501-1000 students;
- (d) 2 FTE for schools with 1001-1500 students;
- (e) 2.5 FTE for schools with 1501-2000 students;
- (f) 3 FTE for schools with 2001 or more students.

(2) Schools or districts of fewer than 125 students shall employ or contract with a licensed, endorsed school library media specialist, or seek alternative ways to provide library media services, using licensed personnel. For example, they may contract for services or receive services from a regional, licensed library media specialist provided through joint efforts of adjacent districts and/or counties.

(a) Alternative services shall include:

- (i) instruction in library media skills;
- (ii) administration of a library media program that meets the district's instructional goals;
- (iii) collection, development and management;
- (iv) reader assistance;
- (v) library media collection management; and
- (vi) in-service in the use of new resources and equipment.

### Library/Media: Program

The school library media program is essential in creating independent learners who are efficient consumers and producers of information. By using a variety of information formats, focusing on the learning process and collaborating with other disciplines, school libraries provide the entire school community with opportunities to acquire the information skills they need to interact responsibly in a global society. An ongoing desire to know, a love for reading and a respect for information will transform a student into a lifelong independent learner. The role of libraries in a democratic society is to embrace the social responsibility of learning.

**10.55.1801 LIBRARY/MEDIA PROGRAM DELIVERY STANDARDS** (In accordance with ARM 10.55.603 and ARM 10.55.1001)

(1) In general, a basic program in library media shall:

(a) meet the following conditions:

- (i) establish flexible scheduling to ensure that libraries respond to information needs, foster intellectual curiosity, and support learning;
- (ii) ensure collaboration with classroom teachers of all disciplines to implement content area standards and to assist students in engaging in the inquiry/research process;



- (iii) model and support the ethical use of information, adherence to copyright laws, and respect for intellectual property; and
- (iv) advise the board of trustees on policy and rule pertaining to:
  - (A) developing and maintaining a library collection that is current, balanced, and reflects authentic historical and cultural contributions of Montana's American Indians and other minority and ethnic groups;
  - (B) engaging in comprehensive long range planning to administer and manage, in a secure area, the human, financial, and physical resources of the library to locate, access, and use on-site resources that are organized and cataloged; and
  - (C) implementing a viable collection development policy which includes the following components:
    - (I) materials selection and de-selection;
    - (II) challenged materials procedure;
    - (III) intellectual/academic freedom statement;
    - (IV) confidentiality assurance;
    - (V) copyright guidelines; and
    - (VI) gifts and donations.
- (b) include the following practices:
  - (i) collaborate with classroom teachers of all disciplines to highlight and reinforce the commonalities and links between and among the curricular areas;
  - (ii) cooperate and join with other libraries, information agencies, and community resources in the sharing of materials;
  - (iii) encourage partnerships with information centers that use electronic information systems; and
  - (iv) participate in school-wide technology and telecommunications planning and promote its integration into all instructional programs.

